

ENCOMPASS

**Workshop: Receipts**

Start Exercise

## Exercise 1: Non-Asset – PO Receipt

### Step 1.

Navigate to the following menu path:

[Purchasing >> Receipts >> Add/Update Receipts](#)

**Expected Result:** Receiving page displays.

The screenshot shows the 'Receiving' page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs, there are input fields for 'Business Unit' (containing '00050'), 'Receipt Number' (containing 'NEXT'), and a 'PO Receipt' checkbox which is checked. There is an 'Add' button below these fields. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

**RSC01**

### Step 2.

Check the PO Receipt Check Box and click .

**Expected Result:** Select Purchase Order page displays.

The screenshot shows the 'Select Purchase Order' page. It has a 'Search Criteria' section with fields for 'PO Unit', 'ID', 'Line/Sched Num', 'Release', 'Item ID', 'Ship To', and 'Ship Via'. There are also fields for 'Days +/- Today', 'Start Date', 'End Date', 'Vendor Name', 'Vendor Item ID', 'Manufacturer ID', and 'Manufacturer's Item ID'. A 'Retrieve Open PO Schedules' checkbox is checked. There is a 'Search' button and 'OK', 'Cancel', and 'Refresh' buttons at the bottom. On the right, there is a 'Receipt Qty Options' section with radio buttons for 'No Order Qty', 'Ordered Qty' (which is selected), and 'PO Remaining Qty'. A 'Vendor Lookup' link is also present.




**RSC02**

Step 3.

Enter relevant PO selection criteria and click **Search**.

Recommended search criteria includes: PO Unit, Days +/- Today and checking the Retrieve Open PO Schedules check box.

Example Result: **Selected Rows** page displays.

Retrieved Rows										
Selected Rows			Shipping Related		More Details		Customize   Find   View All    First  1-5 of 29  Last			
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	00050	0007561008	1	1		12/31/2007	1375.0000	3.0000		PERFORMANCE OF DUTIES RELATED
<input type="checkbox"/>	00050	0007561008	2	1		12/31/2007	1375.0000	3.0000		ADDITIONAL FLAT PAYMENT TO BE
<input type="checkbox"/>	00050	0008500749	1	1		09/01/2007	1.0000			LICENSE/MAINTENANCE FOR MEGACRY
<input type="checkbox"/>	00050	0008500789	1	1	5	10/02/2007	12.0000			MAINT FOR COMPAQ PROLIANT ML53
<input type="checkbox"/>	00050	0008504661	1	1	7	10/27/2007	12.0000			MAINTENANCE FOR IBM 8480 SERVE
<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All										
OK Cancel Refresh										

RSC03

Notice the example Retrieved Rows count is 29. To see all available rows, click **View All**.

Step 4.

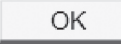
Select a PO row by check marking the Select check box.

Example Result: **PO Row** displayed.

<input checked="" type="checkbox"/>	00050	0008500749	1	1		09/01/2007	1.0000			LICENSE/MAINTENANCE FOR MEGACRY
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RSC04


**Step 5.**

Click  .

**Example Result:** Maintain Receipts page displays.

**Maintain Receipts**

**Receiving**

**Business Unit:** 00050 **Receipt Status:** Open 






**Receipt ID:** NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

Header

Select Purchase Order

**Receipt Lines** [More Details](#) [Links and Status](#) [Item / Mfg Data](#) [Optional Input](#) [Source Information](#) [Customize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		LICENSE/MAINTENANCE FOR MEGACRY	5172.00000	1.0000	 ANN 	1.0000	Open			ANN 	Device Track 

☐ **Interface Receipt** [Print Delivery Report](#) [Run PO Receipt Accrual](#) [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

**RSC05**

Step 6.

Review / Update the Receipt Qty field.

NOTE

Full or Partial Receipts can be created from the PO line. Therefore it is the responsibility of the Receiver Role to ensure the correct receipt quantity is entered in the Receipt Qty field.

In addition to reviewing the Receipt Qty field the Receiver should also review the data in the Receipt Lines tabs for accuracy and add Receipt Header comments as needed.

Click  Save .

Example Result: Correct data entry.

Maintain Receipts

Receiving

Business Unit:00050

Receipt ID:NEXT

Header Details

Receipt Status:Open

Add Comments

Activities

Select Purchase Order

Receipt Lines

More Details

Links and Status

Item / Mfg Data

Optional Input

Source Information

Customize





Find

View All

First

1 of 1

Last

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		LICENSE/MAINTENANCE FOR MEGACRY	5172.00000	1.0000	 ANN	1.0000	Open			ANN	 Device Track

☐ Interface Receipt

Print Delivery Report

Run PO Receipt Accrual

Interface Asset Information

RSC06

Step 7.

Note the Receipt ID Number for future reference.

Example Result: Receipt ID number displays.

Maintain Receipts

Receiving

Business Unit:00050Receipt Status:Received

Receipt ID:0000000285

Header DetailsDocument Status

Vendor ID:0000071272\* Ship To Location:050AOS1

Vendor Location:000001PO Receipt

Select Purchase Order

Receipt Lines

Customize | Find | View All | First | 1 of 1 | Last

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		LICENSE/MAINTANCE FOR MEGAGRY	6172.00000	1.0000	ANN	1.0000	Received			ANN	Device Track

Interface Receipt

Print Delivery Report

Run PO Receipt Accrual

Interface Asset Information

Save

Notify

Refresh

Add

Update/Display

RSC07

Exercise complete.

Exercise 2: Asset – PO Receipt

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Start Exercise

Step 1.

Navigate to the following menu path:  
[Purchasing >> Receipts >> Add/Update Receipts](#)

Expected Results: Receiving page displays.

Receiving

Find an Existing Value

Add a New Value

Business Unit:

00050

Receipt Number:

NEXT

PO Receipt

☒

Add

Find an Existing Value

Add a New Value

RSC08

Step 2.

Check the PO Receipt Check Box and click 

Add

 .

Expected Results: Select Purchase Order page displays.

Select Purchase Order

Search Criteria

PO Unit:

ID:

Line/Sched Num:

/

Release:

Item ID:

Ship To:

Ship Via:

☒ Retrieve Open PO Schedules

Search

OK

Cancel

Refresh

Days +/- Today:

Start Date:

01/04/2008

End Date:

01/04/2008

Vendor Name:

Vendor Lookup

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID:

Receipt Qty Options

☐ No Order Qty

☒ Ordered Qty

☐ PO Remaining Qty



RSC09

**Step 3.**

Enter relevant PO selection criteria and click .

Recommended search criteria includes: PO Unit, Days +/- Today and checking the Retrieve Open PO Schedules check box.

**Example Result:** Retrieved Rows page displays.

Retrieved Rows										Customize   Find   View All   		First	1.5 of 29	Last	
Selected Rows		Shipping Related		More Details											
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description					
<input type="checkbox"/>	00050	0007561008	1	1		12/31/2007	1375.0000	3.0000		PERFORMANCE OF DUTIES RELATED					
<input type="checkbox"/>	00050	0007561008	2	1		12/31/2007	1375.0000	3.0000		ADDITIONAL FLAT PAYMENT TO BE					
<input type="checkbox"/>	00050	0008500130	1	1		01/04/2008	3.0000		Laptop						
<input type="checkbox"/>	00050	0008500789	1	1	5	10/02/2007	12.0000			MAINT FOR COMPAQ PROLIANT ML53					
<input type="checkbox"/>	00050	0008504661	1	1	7	10/27/2007	12.0000			MAINTENANCE FOR IBM 8480 SERVE					
<div><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All</div>															

**RSC10**

Notice the example Retrieved Rows count is 29. To see all available rows, click .

**Step 4.**

Select a PO row by check marking the Select check box.

**Example Result:** PO Row displayed.

<input checked="" type="checkbox"/>	00050	0008500130	1	1		01/04/2008	3.0000		Laptop		
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**RSC11**



Step 5.

Click OK .

Example Result: Maintain Receipts page displays.

Maintain Receipts

Receiving

Business Unit:00050Receipt Status:Open

Receipt ID:NEXTAdd CommentsActivities





HeaderDetails

Select Purchase Order

Receipt Lines

CustomizeFindView AllFirst1 of 1Last

Receipt LinesMore DetailsLinks and StatusItem / Mfg DataOptional InputSource Information

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Laptop	1475.00000	3.0000	 EA	3.0000	Open			EA	Pending	

☐ Interface Receipt

Print Delivery Report

Run PO Receipt Accrual

Interface Asset Information

Save

Notify

Refresh

Add

Update/Display

RSC12

Step 6.

Review / Update the Receipt Qty field.

NOTE

Full or Partial Receipts can be created from the PO line. Therefore it is the responsibility of the Receiver Role to ensure the correct receipt quantity is entered in the Receipt Qty field.

In this example the receipt quantity has been changed from 3 to 1.

In addition to reviewing the Receipt Qty field the Receiver should also review the data in the Receipt Lines tabs for accuracy and add Receipt Header comments as needed.

**Example Result:** Correct data entry.

Maintain Receipts

Receiving

Business Unit:00050Receipt Status:Open

Receipt ID:NEXTAdd CommentsActivities

HeaderDetails

Select Purchase Order

Receipt Lines

More DetailsLinks and StatusItem / Mfg DataOptional InputSource Information

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1	Laptop	1475.00000	1	EA	3.0000	Open			EA	Pending		

Interface Receipt

Print Delivery Report

Run PO Receipt Accrual

Interface Asset Information

Save

Notify

Refresh

Add

Update/Display

RSC13

Step 7.

Check the Serial Check Box

Example Result: Correct data entry.

Maintain Receipts

Receiving

Business Unit:00050Receipt Status:Open

Receipt ID:NEXTAdd CommentsActivities

HeaderDetails

Select Purchase Order

Receipt Lines

CustomizeFindView AllFirst1 of 1Last

Receipt LinesMore DetailsLinks and StatusItem / Mfg DataOptional InputSource Information

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1	Laptop	1475.00000	1	EA	3.0000	Open	<input checked="" type="checkbox"/>		EA	Pending		

Interface Receipt

Print Delivery Report

Run PO Receipt Accrual

Interface Asset Information

Save

Notify

Refresh

Add

Update/Display

RSC14

Step 8.

Click the Pending hyperlink.

**Example Result:** Asset Management Information for Line 1 page displays.

Maintain Receipts

Asset Management Information for Line 1

Business Unit:00050Status:Open

Receipt ID:NEXTItem:Laptop

Receipt Line:1Standard UOM:EA

Next Asset ID

Distribution InformationFind | View AllFirst1 of 1Last

Distribution Line:1

Business Unit:00050

Profile ID:50199

CAP #:CAP #:

Cost Type:

Capitalize:Non Cap

CAP Sequence:

Employee ID:

Distributed Quantity:1.0000

Merchandise Amt:1475.000

Apply to Details

Assign Tag IdsMultiplier:1Enter Starting Number:\*Start Row:1Overwrite existing numbersApply

Asset InformationMore DetailsCustomize | Find | View AllFirst1 of 1Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	00050	Open	1.0000			NEXT			50199

PO CommentFind | View AllFirst1 of 1Last

Line:

OKCancelRefresh

RSC16

Step 9.

Enter the Tag Number. The Tag Number must be a unique value.

Example Result: Correct data entry.

Apply to Details

Assign Tag Ids

Multiplier:1

☐ Overwrite existing numbers

Enter Starting Number:

\*Start Row:1

Apply

Asset Information

More Details

Customize | Find | View All | First 1 of 1 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	00050	Open	1.0000	L123987		NEXT			50199

**Step 10.**

Enter the Serial ID Number. The Serial ID Number should be a unique value.

**Example Result:** Correct data entry.

Apply to Details

Assign Tag Ids Multiplier: 1 ☐ Overwrite existing numbers

Enter Starting Number: \*Start Row: 1 Apply

Asset Information More Details Customize Find View All First 1 of 1 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	00050	Open	1.0000	L123987	SN:121211212	NEXT			50199

RSC17

**Step 11.**

Click the More Details tab and enter a Custodian with Last Name, First Name format.

**Example Result:** Correct data entry.

Apply to Details

Assign Tag Ids Multiplier: 1 ☐ Overwrite existing numbers

Enter Starting Number: \*Start Row: 1 Apply

Asset Information More Details Customize Find View All First 1 of 1 Last

Dist Seq	Custodian	Location	Mfg ID	Model	Manufacturer	Capitalize
1	Doe, Jane	050AOS1				N

RSC18

**Step 12.**

Confirm that the Location code is correct.

**Example Result:** Correct data entry.

Assign Tag Ids Multiplier: 1 ☐ Overwrite existing numbers

Enter Starting Number: \*Start Row: 1 Apply

Asset Information More Details Customize Find View All First 1 of 1 Last

Dist Seq	Custodian	Location	Mfg ID	Model	Manufacturer	Capitalize
1	Doe, Jane	050AOS1				N

RSC19

Step 13.

Enter the Mfg ID.

Example Result: Correct data entry.

Apply to Details

Assign Tag Ids

Multiplier: 1

☐ Overwrite existing numbers

Enter Starting Number:

\*Start Row: 1

Apply

Asset Information

More Details

Customize | Find | View All | First 1 of 1 Last

Dist Seq	Custodian	Location	Mfg ID	Model	Manufacturer	Capitalize
1	Doe,Jane	050AOS1	GATEWAY		GATEWAY COMPUTERS	N

RSC20

Step 14.

Enter the Model.

Example Result: Correct data entry.

Apply to Details

Assign Tag Ids

Multiplier: 1

☐ Overwrite existing numbers

Enter Starting Number:

\*Start Row: 1

Apply

Asset Information

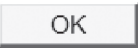
More Details

Customize | Find | View All | First 1 of 1 Last

Dist Seq	Custodian	Location	Mfg ID	Model	Manufacturer	Capitalize
1	Doe,Jane	050AOS1	GATEWAY	D6210	GATEWAY COMPUTERS	N

RSC21

Step 15.

Click 

Maintain Receipts

Receiving

Business Unit:00050Receipt Status:Open

Receipt ID:NEXTAdd CommentsActivities




Header Details

Header

Select Purchase Order

Receipt Lines

More DetailsLinks and StatusItem / Mfg DataOptional InputSource Information

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track	
1		Laptop	1475.00000	1.0000	 EA	1.0000	Open		<input checked="" type="checkbox"/>		EA	Pending	

Interface Receipt

Print Delivery Report

Run PO Receipt Accrual

Interface Asset Information

Save

Notify

Refresh

Add

Update/Display

RSC22

Step 16.

Click  and note the Receipt ID Number for future reference.

Example Result: Receiving ID displays.

Maintain Receipts

Receiving

Business Unit:00050Receipt Status:Received

Receipt ID:0000000286Add CommentsActivities




Header DetailsDocument Status

Header

Select Purchase Order

Receipt Lines

More DetailsLinks and StatusItem / Mfg DataOptional InputSource Information

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track	
1		Laptop	1475.00000	1.0000	 EA	1.0000	Received		<input checked="" type="checkbox"/>		EA	Pending	

Interface Receipt

Print Delivery Report

Run PO Receipt Accrual

Interface Asset Information

Save

Notify

Refresh

Add

Update/Display

RSC23

Exercise complete.